

TO:

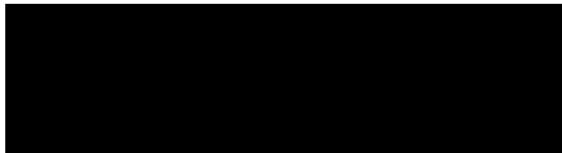
FROM: Chief, Records Administration

SUBJECT: Filing Equipment Comparative Data

1. Forwarded with this memorandum are comparative data charts for conventional and specialty filing equipment.

2. We believe the information provides basic data that we in the records management business frequently need at our finger tips but seldom have. The list of equipment is not intended to be all inclusive but rather represents equipment most frequently used in the Agency.

3. The unit prices were obtained from the current publications of the GSA catalog, manufacturer's price lists and the Office of Logistics price supplement list. The user of this information should be alerted to the fact that equipment prices do change. Therefore, the cost per filing inch figure should be considered accordingly.



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Attachments